

Gairloch Boat Club Paddle sport Operating Procedures



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Written by R.Ward

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Section 1 Overview

1.1 Introduction

- 1.1.1 Gairloch Boat Club (GBC) is a SCIO delivering sailing courses, powerboat courses, paddle sport and race training to members, and prospective members of GBC. Gairloch Boat Club is a Paddle Scotland affiliated club and a Royal Yachting Association (RYA) Recognised Training Centre.
- 1.1.2 The Club operates in Gairloch Bay.
- 1.1.3 This document provides information on the delivery of paddle sport recreational activities by GBC and should be read and understood by all instructors, coaches and volunteers involved in GBC paddle sport afloat operations. Instructor guidelines have been included in sections 2 to 5 to assist instructors in ensuring the safety of course/ activity participants under their supervision.
- 1.1.4 All paddle sport courses are delivered exclusively by Paddle Scotland qualified instructors and as such this document contains the minimum necessary guidance in order to allow instructors to make their own judgements as to the most appropriate action to take in a particular situation.
- 1.1.5 All GBC instructional staff are required to read sections 1 to 6. Before the start of each season, they must acknowledge their understanding of the club's latest Standard Operating Procedures (SOPs) by signing the record.
- 1.1.6 All policies, procedures and forms can be accessed by instructional staff through the GBC website. There is also a physical copy of the SOPs located in the main room.

1.2 Key contacts

- a) Roger Ward, Paddle sport Safety Officer
E: chair-GairlochBC@hotmail.com
- b) Carol Bulmer, Club Welfare Officer (SO)
E: GBCwelfareofficer@gmail.com
- c) Roger Ward, Paddle Sport lead instructor
E: chair-GairlochBC@hotmail.com

1.3 Authority Line

- 1.3.1 All instructional staff should familiarize themselves with the following authority line. For more information on incident reporting and for who to contact / report to in the event of an emergency or a major incident see the Emergency Incident Plan ([Annex H](#)).
- 1.3.2 **Roger Ward** is the Paddle Sport safety officer (PSSO). The PSSO is **accountable** to the GBC committee for the safe and effective delivery of all training in the club and ensuring compliance with the guidance and policies laid down by Paddle Scotland.
- 1.3.3 **Roger Ward** is the Paddle sport lead instructor (PSLI). The PSLI is **responsible** for delivering the Centre's paddle sport training programme, maintaining high standards of course delivery and the upkeep of the Centre's paddle sport fleet (See 2.1.1).
- 1.3.4 The Day Officer has overall responsibility for the safe conduct of all paddle sport course delivery on the day. This will generally be the PSSO/PSLI. This person will:
- a) Manage any instructional staff present on the day
 - b) Allocate boats and equipment to instructors
 - c) Act as a point of contact for parents and prospective clients
 - d) Support the PSLI to manage bookings and other course related administration
 - e) Ensure all boats and equipment are thoroughly cleaned, de-rigged, inspected for defects and stowed at the end of the day
- 1.3.5 All staff have a responsibility to co-operate with supervisors to achieve a safe teaching environment for everyone.

1.4 Instructor records

- 1.4.1 Records of the qualifications of instructional staff are held securely by the Training Secretary.
- 1.4.2 All instructional staff will potentially have unsupervised access to children when delivering courses. Prior to delivering any training at the Centre all instructors must satisfactorily complete an enhanced PVG check.
- 1.4.3 All new members and instructors are recommended to read the "Induction document" and are required to attend an induction in which a Trustee will inform them about the Centre's operations as per the "Instructor and member induction checklist" ([Annex F](#)).
- 1.4.4 At the end of the induction new instructors will be asked to sign the DECLARATION FORM confirming that they have read the current SOPs, completed the induction and are safe to work at the Centre.
- 1.4.5 All instructional staff are required to read and understand the following documents, collectively known as SOPs, which can be accessed through the website.
- a) The current edition of the club's Standard Operating Procedures
 - b) The Children and the Vulnerable Adult safeguarding policies ([Annex I](#))
 - c) The Club Codes of Conduct ([Annex A](#))
 - d) Gairloch Boat Club's GDPR Policy ([Annex C](#))
 - e) Gairloch Boat Club's Equality Policy ([Annex B](#))
- 1.4.6 A record of confirmation that Instructors have read these documents is recorded in the DECLARATION FORM and maintained by the Secretary and Chair

Section 2 GBC Fleet, Equipment and Facilities

2.1 GBC Fleet

2.1.1. For paddle sport GBC maintains a fleet of:

- a) Pyranha Fusions
- b) Perception Approach 10's

2.1.2 When delivering activities instructional staff are responsible for:

- a) Assessing whether a boat is safe for use by students prior to launch and should report any defects to the PSSO
- b) Ensuring all kayaks are fitted with suitable buoyancy
- c) Ensuring that kayaks are not loaded beyond their specified limitations at any time.
- d) Ensuring that at the end of each paddle sport session all kayaks are stored appropriately.

2.2 Buoyancy Aids

2.2.1 Buoyancy aids must be worn by everyone on the water. Instructors should check that all students have their buoyancy aids properly fitted before they are allowed out on the water. Buoyancy aids are checked and tested yearly before the start of the paddle sport season.

2.2.2 Smaller students should wear the support straps between their legs as an extra precaution.

2.3 Helmets

2.3.1 The lead instructor of every course should assess the conditions, taking into account weather and students' ability, and issue helmets where appropriate.

Section 3 Afloat Operations

3.1 Person with Overall Responsibility for Safety

- 3.1.1 The PSSO has overall responsibility for the safe delivery of all afloat activities. The PSSO will oversee all instructional staff delivering activities. Led paddle sport sessions must be overseen by an instructor whose remit is a minimum of sheltered water.
- 3.1.2 No paddle sport activities afloat will start without the approval of the PSSO.
- 3.1.3 During led on-water activities students should always be supervised by their lead instructor.
- 3.1.4 When ashore students must be supervised by a member of staff at a recommended ratio of 1 instructor for every 10 students. Supervising staff should keep students within sight as much as possible.

3.2 Operating Areas

- 3.2.1 The following operating areas are available for afloat activities ([Annex G](#))
- a) Harbour: Slip way to pier
 - b) Gairloch Bay: East of Glas Eilean
- 3.2.2 Weather conditions and forecast, the abilities of participants and other water activities taking place should be considered when deciding where to operate.

3.3 Local Hazards

Instructors and safety supervisors should note the following hazards. The instructors should inform participants of these hazards during their “Safety briefing” ([Annex D](#)).

3.4 Radio Communication

See – [Radio Procedure Tips](#) -

3.5 Monitoring Numbers of Crafts and Users on the Water

- 3.5.1 When going afloat, numbers of craft and course/ session participants and instructors should be recorded on the ‘Entry Sign Out and In’ form in the Club House. These should be marked as ‘signed in’ once they return to the clubhouse.
- 3.5.2 At the end of the day where the centre has been running on-water activities, a final check should be made to ensure that all boats have been accounted for and returned to shore.

3.6 Minimum Level of Competency

- 3.6.1 A paddler wishing to borrow kayaks from GBC for a self-led session must prove competency to Paddle UK sea kayak award standard or above. The PSSO will ask for qualifications or evidence to back this up.

3.7 Defect Reporting

- 3.7.1 Defects must be immediately reported to the Sailing Officer (Duncan MacLean) and should be recorded on the 'Defect Board' in the kitchen corridor.
- 3.7.2 Kayaks that are unsuitable for use should be marked with hazard tape and marked as 'out of service' on the fleet whiteboard.

3.8 Action in Case of an Electrical Storm/ Extreme Weather

- 3.8.1 Any observation of lighting or thunder should be reported to the Day Officer immediately and users should leave the water as quickly as possible.
- 3.8.2 The Day Officer must monitor the weather conditions at all times and take appropriate action to ensure the safety of all water users.
- 3.8.3 If an electrical storm is nearby (see [Thunder and Lightning policy](#)), activities must not commence.

3.9 Conditions when Water Activities must Cease.

- 3.9.1 Low visibility (unable to see all shores of main sailing area)
- 3.9.2 Electrical storms in area emerge as a risk to the safety of water users
- 3.9.3 Hours of darkness
- 3.9.4 The event of a major incident or fire
- 3.9.5 Any other conditions deemed unsafe/ unsuitable by the Day Officer.

Section 4 Policies & Procedures

4.1 Safeguarding Policy

Instructional staff should familiarise themselves with the Club's Safeguarding Policy and Procedures contained in [\(Annex I\)](#) of this document. In addition, instructional staff should read and understand (Guidance Notes for Instructors: Recognising Child Abuse) [\(Annex J\)](#).

4.2 Risk Assessment

4.1.1 A generic risk assessment for all afloat activities conducted by Gairloch Boat Club is included in [\(Annex K\)](#) and should be read and understood by all instructional staff.

4.1.2 All participants in club activities must receive a safety briefing before starting their course. The safety brief to be used can be found in [\(Annex D\)](#).

4.3 Manual Handling Advice

4.3.1 As part of the activities at Gairloch Boat Club students and staff will be expected to lift boats and other equipment that may exceed their own weight.

4.3.2 All students on paddle sport courses or new members borrowing a club kayak should be supervised by an instructor during the carrying, launching and recovery of any kayak.

4.3.3 The launching and recovery of kayaks on the slipway by students should be supervised by an instructor. Instructors are responsible for assessing the situation and helping where necessary.

4.3.4 See the manual handling Risk Assessment document [\(Annex K\)](#).

All instructors should be aware of the following advice copied from the government website regarding the lifting of heavy objects and should inform their students where appropriate.

- a) Think before lifting/handling. Plan the lift. Where is the load going? Will help be needed with the load? Remove obstructions.
- b) Get a good hold.
- c) Start in a good posture. At the start of the lift, slight bending of the back, hips and knees is preferable to fully flexing the back (stooping) or fully flexing the hips and knees (squatting).
- d) Don't flex the back any further while lifting. This can happen if the legs begin to straighten before starting to raise the load.

- e) Avoid twisting the back or leaning sideways, especially while the back is bent.
Shoulders should be kept level and facing in the same direction as the hips.
Turning by moving the feet is better than twisting and lifting at the same time.
- f) Keep the head up when handling. Look ahead, not down at the load, once it has been held securely.
- g) Move smoothly. The load should not be jerked or snatched as this can make it harder to keep control and can increase the risk of injury.
- h) Don't lift or handle more than can be easily managed. There is a difference between what people can lift and what they can safely lift. If in doubt, seek advice or get help.
- i) Put down, then adjust. If precise positioning of the load is necessary, put it down first, then slide it into the desired position.

4.4 Accidents & Near Misses

- 4.4.1 Accidents and near misses must be recorded using the forms located in Kitchen. The Accident form and Incident/ Near Miss forms shall be overseen by the Principal/Chair and reviewed at each monthly Trustee meeting with a view to identifying and minimising hazards.
- 4.4.2 The Emergency Incident Plan must be followed in the event of a major incident. ([Annex H](#))
- 4.4.3 On collection parents must be notified about any accidents or near misses that may have happened to their child.
- 4.4.4 Particular attention should be given to bumps to the head and parents should be provided with advice in case their child's condition worsens. ([Annex E](#)).

4.5 Complaints Procedure

- 4.5.1 Any complaints concerning safeguarding or welfare should be dealt with following the steps outlined in the Safeguarding procedures ([Annex I](#)).
- 4.5.2 If a complaint made by a student is not a safeguarding or welfare issue, then it should be dealt with by their lead instructor with the help of the Day Officer if required.
- 4.5.3 If necessary, the Day Officer should contact the PSSO or PSSI in order to resolve the issue in the best way possible.
- 4.5.4 All complaints should be reported following the process detailed in the Complaints Procedure. ([Annex M](#))

4.6 Action in Case of a Fire

- 4.6.1 In the event of a fire all personnel must leave the building by the nearest exit and make their way to the fire muster point which is located by the Toppers.

- 4.6.2 If personnel are outside and the building is on fire they should make their way to the fire muster point.
- 4.6.3 Instructors should prioritise the safety of the students on their course before assisting other personnel.
- 4.6.4 Students, who are out on the water, should remain there until given further instructions. The instructor in charge of the students should take appropriate action to ensure their safety.
- 4.6.5 In the event of a fire the Day Officer should gather the “Entry Sign Out & In” form in order that a register may be taken at the muster point.
- 4.6.6 Personnel must not re-enter any building or move from the fire muster point until they have been instructed to do so by a member of staff.

4.7 Disposal of Blood and Bodily Fluids.

4.7.1 Instructors should be aware of the following advice concerning best practice for disposal of spillages of bodily fluids not visibly contaminated with blood.

- a) Always wear single-use gloves.
- b) Ensure all waste is ‘double bagged’ in plastic liners before placing in a bin.
- c) Use paper towels/disposable cloth to soak up the spill.
- d) Wash and clean contaminated area with hot water and detergent.
- e) Discard disposable gloves and paper towels into a plastic liner and doubled bag before placing in a bin.
- f) Hands need to be washed thoroughly.

4.7.2 Instructors should take the following steps if dealing with blood spillages.

- a) Always wear single-use gloves.
- b) Blood spills should be contained by a solid substance e.g. Absorbent Powder.
- c) Clear up with paper towels.
- d) Wash and clean contaminated area with detergent and hot water.
- e) Disposable gloves, paper towels etc must be put into a plastic liner and doubled bagged then placed in a bin.
- f) Hands need to be washed thoroughly.

(If the spill is urine which is visibly contaminated with bloods do not use chlorine releasing agents)

4.7.3 Instructors should follow the advice below to dispose of body fluid waste:

Urine, faeces, sputum, menstrual fluids on tampons and sanitary towels, and vomit can be flushed down the toilet if absolutely necessary.

For further information and advice go to Health and Safety Executive (HSE) www.hse.gov.uk, and <http://www.hse.gov.uk/biosafety/blood-borne-viruses/index.htm>.

ANNEXES

Annex A Gairloch Boat Club Code of Conduct

It is the policy of Gairloch Boat Club (GBC) that all participants, coaches, instructors, officials, volunteers and parents show respect and understanding for each other, treat everyone equally within the context of the sport and conduct themselves in a way that reflects the principles of the club. The aim is for all participants to enjoy their sport and to improve performance.

Abusive language, swearing, intimidation, aggressive behaviour, discrimination or lack of respect for others and their property will not be tolerated and may lead to disciplinary action.

Participants in all GBC activities should:

- Listen to and accept what they are asked to do to improve their performance and keep themselves and others safe.
- Respect other participants, coaches, instructors, officials and volunteers.
- Abide by the club rules.
- Do their best at all times.
- Never bully others either in person, by phone, by text or online.
- Take care of all property belonging to other participants, the club or its members.

Coaches, instructors, officials and volunteers should:

- Prioritise the welfare and safety of participants above the development of performance.
- Encourage participants to value their performance and not just results.
- Promote fair play and never condone cheating.
- Ensure that all activities are appropriate to the age, ability and experience of those taking part.
- Build relationships based on mutual trust and respect.
- Work in an open environment.
- Avoid unnecessary physical contact with young people.
- Be an excellent role model and display consistently high standards of behaviour and appearance.
- Not drink alcohol or smoke when working directly with young people.
- Communicate clearly with parents and participants.
- Be aware of any relevant medical information of those participating in club events and activities.
- Follow Paddle Scotland and club guidelines and policies.

Parents should:

- Support their child's involvement with the club and help them enjoy their sport.
- Help their child to recognize the value of good performance, not just results.
- Never force their child to take part in sport.

- Never punish or belittle a child for failing to come first or for making mistakes.
- Encourage and guide their child to accept responsibility for their own conduct and performance.
- Respect and support the coach.
- Accept officials' judgements and recognize good performance by all participants.
- Use established procedures where there is a genuine concern or dispute.
- Inform the club or event organisers of relevant medical information.
- Ensure that their child wears suitable clothing and has appropriate food and drink.
- Provide contact details and be available when required.
- Take responsibility for their child's safety and conduct in and around the clubhouse or event venue.

In the event that someone is not (or may not be) following the Code of Conduct, either the person in charge of the activity or the Club Welfare Officer Carol Bulmer (GBCwelfareofficer@gmail.com) should be informed.

Annex B GBC Equal Opportunity Policy

1. Policy Statement

Gairloch Boat Club is committed to creating an environment where everyone feels welcome, safe, valued, and included - both on and off the water. We believe that everyone should be able to enjoy sailing and boating free from discrimination, harassment or victimisation, and with equal access to opportunities to participate, volunteer, or work within our club.

2. Purpose

This Equality Policy sets out Gairloch Boat Club's approach to promoting equality and preventing discrimination. It defines acceptable standards of behaviour, outlines responsibilities and explains what to do if anyone experiences or witnesses unequal or discriminatory treatment.

3. Who does it cover?

This policy applies to:

- All members (Junior, Adult, Family, Safety Boat Driver, Affordable and Honorary)
- Trustees
- Volunteers
- Coaches and instructors
- Visitors, guests, and participants in club activities or events

4. Definitions

Diversity – Recognising, respecting, and valuing everyone's differences.

Equality – Ensuring everyone has equal access to opportunities.

Equity – Providing the support or adjustments individuals may need to ensure fair access.

Inclusion – Creating a welcoming environment and sense of belonging for all.

Discrimination – Treating someone less favourably because of a protected characteristic under the Equality Act 2010.

Protected characteristics include: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.

5. Our Commitments

Gairloch Boat Club will:

- Promote equality of opportunity in all club activities.
- Treat all individuals fairly, with respect and dignity.
- Take proactive steps to identify and remove barriers to participation.
- Ensure that our policies, communications, and facilities are inclusive and accessible.
- Provide guidance and training to members, volunteers, and staff where appropriate.
- Take all allegations of discrimination or harassment seriously and act promptly.

6. Reporting and Complaints

Anyone who experiences or witnesses discrimination, harassment, or victimisation should report it to the Welfare Officer, the Secretary or another Trustee.

Welfare Officer: Carol Bulmer

Contact: GBCwelfareofficer@gmail.com

Secretary: Clare Lumsden

Contact: secretary@gairlochboatclub.org

Reports will be handled sensitively and in line with the club's:

- Complaints Procedure
- Disciplinary Procedure
- Safeguarding Policy

No one will be treated unfairly for raising a concern in good faith.

7. Related Policies and Documents

This policy should be read alongside Gairloch Boat Club's:

- Code of Conduct
- Safeguarding Policy
- Complaints Procedure
- Disciplinary Procedure
- Health and Safety Policy

8. Review and Approval

This policy will be reviewed every three years; sooner if there are legislative changes or updates to RYA guidance.

Date of last review: 18/11/2025

Date of next review: 18/11/2028

Welfare Officer:

Name: Carol Bulmer

Signature:

Date: _____

Club Chair / Committee Approval:

Name: Roger Ward

Signature:  Date: 18/11/25

9. Communication

This policy will be:

- Displayed on the club noticeboard and website
- Circulated to all members via email or newsletter
- Made available in alternative formats on request

Annex C Privacy & Data Protection Policy

1. About this Policy

- 1.1 This policy explains when and why we collect personal information about our members and instructors, how we use it and how we keep it secure and your rights in relation to it.
- 1.2 We may collect, use and store your personal data, as described in this Data Privacy Policy and as described when we collect data from you.
- 1.3 We reserve the right to amend this Data Privacy Policy from time to time without prior notice. You are advised to check our website <https://www.gairlochboatclub.org.uk/> or our Club noticeboard regularly for any amendments (but amendments will not be made retrospectively).
- 1.4 We will always comply with the current General Data Protection Regulation (GDPR) when dealing with your personal data. Further details on the GDPR can be found at the website for the Information Commissioner (www.ico.gov.uk). For the purposes of the GDPR, we will be the “controller” of all personal data we hold about you.

2. Who are we?

- 2.1 We are Gairloch Boat Club. We can be contacted by letter at Pier Road, Gairloch, Wester Ross IV21 2BQ, or by email at secretary@gairlochboatclub.org

3. What information we collect and why.

Type of Information	Purposes	Legal basis of processing
Member’s name, address, telephone numbers, e-mail address(es).	Managing the Member’s membership of the Club. Managing the duty roster.	Performing the Club’s contract with the Member. For the purposes of our legitimate interests in operating the Club.
The names and ages of the Member’s dependants Date of birth/ age related information	Managing the Member’s and their dependants’ membership of the Club	Performing the Club’s contract with the Member.
Emergency contact details	Contacting next of kin in the event of emergency	Protecting the Member’s vital interests and those of their dependants
Date of birth / age related information	Managing membership categories which are age related	Performing the Club’s contract with the Member
Biological sex	Provision of adequate facilities for members. Reporting information to the RYA.	For the purposes of our legitimate interests in making sure that we can provide sufficient and suitable facilities (including changing rooms and toilets) biological sex. For the purposes of the legitimate interests of the RYA to maintain diversity data required by Sports Councils.

The Member's name, boat name and sail number	Managing race entries and race results. Sharing race results with other clubs, class associations, and the RYA, and providing race results to local and national media. Allocating moorings and compound spaces.	For the purposes of our legitimate interests in holding races for the benefit of members of the Club. For the purposes of our legitimate interests in promoting the Club. For the purposes of our legitimate interests in operating the Club
Type of Information	Purposes	Legal basis of processing
Photos and videos of Members and their boats	Putting on the Club's website and social media pages and using in press releases.	Consent. We will seek the Member's consent on their membership application form and each membership renewal form, and the Member may withdraw their consent at any time by contacting us by e-mail or letter
Radio call signs	Collected for a rally and shared between those participating in the rally.	For the purposes of our legitimate interests in ensuring that boats on a rally can maintain contact with each other.
The Member's name and e-mail address	Creating and managing the Club's online Membership Directory.	Consent. We will seek the Member's consent on their membership application form and each membership renewal form. The Member may withdraw their consent at any time by contacting us by e-mail or letter to tell us that they no longer wish their details to appear in the Membership Directory.
Bank account details of the member or other person making payment to the Club	Managing the Member's and their dependants' membership of the Club, the provision of services and events.	Performing the Club's contract with the Member
Member's and former member's name, and email address	Passing to the RYA for the RYA to conduct surveys of Members and former members of the Club (and other clubs affiliated to the RYA). The surveys are for the benefit of the Clubs (and other clubs) and / or the benefit of the RYA.	For the purposes of our legitimate interests in operating the Club and / or the legitimate interests of the RYA in its capacity as the national body for all forms of boating
Instructor's name, address, email addresses, phone numbers and relevant qualifications and/or experience.	Managing instruction at the Club.	For the purposes of our legitimate interests in ensuring that we can contact those offering instruction and provide details of instructors to members

4. How we protect your personal data

- 4.1 We will not transfer your personal data outside the UK without your consent.
- 4.2 We implement generally accepted standards of technology and operational security in order to protect personal data from loss, misuse, or unauthorised alteration or destruction.
- 4.3 Please note however that where you are transmitting information to us over the internet this can never be guaranteed to be 100% secure.
- 4.4 For any payments which we take from you online we will use a recognised online secure payment system.

- 4.5 We will notify you promptly in the event of any breach of your personal data which might expose you to serious risk.

5. Who else has access to the information with which you provide us?

- 5.1 We will never sell your personal data. We will not share your personal data with any third parties without your prior consent (which you are free to withhold) except where required to do so by law or as set out in the table above or paragraph 5.2 below.
- 5.2 We may pass your personal data to third parties who are service providers, agents and subcontractors to us for the purposes of completing tasks and providing services to you on our behalf (e.g. to print newsletters and send you mailings). However, we disclose only the personal data that is necessary for the third party to deliver the service, and we have a contract in place that requires them to keep your information secure and not to use it for their own purposes.

6. How long do we keep your information for?

- 6.1 We will hold your personal data on our systems for as long as you are a member of the Club and for as long afterwards as it is in the Club's legitimate interest to do so or for as long as is necessary to comply with our legal obligations. We will review your personal data every year to establish whether we are still entitled to process it. If we decide that we are not entitled to do so, we will stop processing your personal data. However, we will retain your personal data in an archived form in order to be able to comply with future legal obligations e.g. the compliance with tax requirements and exemptions, and the establishment exercise or defence of legal claims.
- 6.2 We securely destroy all financial information once we have used it and no longer need it.

7. Your rights

- 7.1 You have rights under the GDPR: (a) to access your personal data (b) to be provided with information about how your personal data is processed (c) to have your personal data corrected (d) to have your personal data erased in certain circumstances (e) to object to or restrict how your personal data is processed (f) to have your personal data transferred to yourself or to another business in certain circumstances.
- 7.2 You have the right to take any complaints about how we process your personal data to the Information Commissioner: <https://ico.org.uk/>, 0303 123 1113. Information Commissioner's Office Wycliff House Water Lane Wilmslow Cheshire SK9 5AF

For more details, please address any questions, comments and requests regarding our data processing practices to the Secretary secretary@gairlochboatclub.org or post to: Gairloch Boat Club, Pier Road, Gairloch IV21 2BQ.

Annex D Paddlers' Safety Briefing

The content of this safety brief should be shared with all participants before starting any led activities.

Action in case of a fire:

Anyone inside the building should leave via the nearest exit and make their way to the fire muster point which is located by the Toppers. Anyone outside the building but close enough to hear the fire alarm should also make their way to the fire muster point.

Once at the fire muster point a register will be taken. No-one should re-enter any building or move from the fire muster point until instructed to do so by a member of staff.

Action in case of Electrical Storm/ Extreme Weather:

If the weather conditions become a risk to the safety of water users, the session must be finished as soon as is feasibly possible.

First Aid:

Anyone involved in an accident and requiring first aid attention should bring it to the attention of an instructor, all of whom are first aid qualified.

Buoyancy Aids:

Buoyancy aids must always be worn when on the water.

Slipway

Care should be taken when working around the slipway as it can be very slippery.

Local Hazards

Gairloch is a commercial harbour so it is important always to be aware of other water users and not to assume they will keep out of your way.

Annex E Head Injury Information



GAIRLOCH BOAT CLUB HEAD INJURY SLIP

Dear Parent

We regret to inform you that your child received a bump on the head today during the course of their activities at Gairloch Boat Club. As with all knocks to the head it is important to keep an eye on your child for the next 24 hours. Please be aware that a bang to the head could result in concussion. If you have any concerns or your child exhibits any of the following symptoms we would recommend that you seek medical help.

- vomiting since the injury
- a headache that does not go away with painkillers
- a change in behavior, like being more irritable or losing interest in things.
- been crying more than usual (especially in babies and young children).
- problems with memory.

DATE:

If you have any further queries or concerns, please contact secretary@gairlochboatclub.org

Annex F Gairloch Boat Club Instructor/Member Induction Checklist

HEALTH and SAFETY	Tick to confirm understanding
Is aware of the hazards found on site and in the boat-park including but not limited to: <ul style="list-style-type: none"> • Trip hazards in the boat-park • Slipways • Pontoons 	<input type="checkbox"/>
Is aware of the correct action to take in the event of a fire.	<input type="checkbox"/>
Knows the locations of the nearest AED machine and first aid kits	<input type="checkbox"/>
Understands the signing out/ in procedures before going on the water	<input type="checkbox"/>
Is aware of the club's safeguarding policies outlined in the SOPS.	<input type="checkbox"/>
BASE TOUR	
Changing rooms and toilets	<input type="checkbox"/>
Kitchen	<input type="checkbox"/>
Radio store (Instructors)	<input type="checkbox"/>
Teaching spaces	<input type="checkbox"/>
BOAT PARK TOUR	
GBC boats available to borrow <ul style="list-style-type: none"> • Pyranha Fusions • Perception Approach 	<input type="checkbox"/>
SAILING AREA	
Has knowledge of the local hazard found within the kayaking area including but not limited to: <ul style="list-style-type: none"> • Other harbour users • Water depths at different states of tide Understands the kayaking areas as outlined in the SOPS	<input type="checkbox"/>

PEOPLE TO KNOW		
Roger Ward	Paddlesport safety officer and lead instructor	<input type="checkbox"/>
Carol Bulmer	Welfare Officer	
Clare Lumsden	Secretary	
Janet MacLean	Training secretary	
Leah Booker	Treasurer	

I confirm that I have received an induction into the points above.

Name	Signature	Date

Annex G Area of Operations: Paddle sport area



Annex H Emergency Action Plan

If the PSSO is involved in the emergency, then the Day Officer or Club Secretary will undertake the actions prescribed to the Chief Instructor below.

1. EMERGENCY NUMBERS

Emergency Services	999
HM Coastguard	999 (Ask for Coastguard)
RYA Principal	Roger Ward – see printed version in Club House
Paddle sport lead instructor	Roger Ward – see printed version in Club House
Secretary	Clare Lumsden – see printed version in Club House

2. MULTIPLE CAPSIZED KAYAKS

May be caused by sudden deterioration in the weather, squalls or freak weather conditions.

Immediate Action by Instructor

- Call up PSSO/Day Officer and ask to send assistance. PSSO should get other groups off the water to nearest point of safety until situation under control.
- Ask Day Officer to arrange for other assistance if required from other harbour craft.
- Ensure all capsized kayakers are checked for as soon as possible – head count and check for injuries. People first, only start to recover kayakers when crisis over. Mark abandoned boats with tape.
- If necessary PSSO/Day Officer to call Coastguard on VHF Channel 16 to request further assistance.

Follow Up Action by Instructor

- Check all students are accounted for.
- Abandon activity and ensure students safely back to slipway.
- Recover kayakers.
- Stand down any outside help through the Coastguard once incident resolved.

3. MISSING/OVERDUE KAYAKS

Immediate action by Instructor

- Inform PSSO/Day Officer.

PSSI Action

- Enlist shore support and get any spare safety craft involved in search
- Get other groups off the water to a place of safety.
- Inform Coastguard by VHF Ch16
- Stand down any outside help through the Coastguard once incident resolved.

4. SERIOUS INJURY – NON LIFE-THREATENING

Instructor Action

- Ascertain nature and extent of injury. Provide immediate First Aid.
- If necessary, call coastguard CH16 PANPAN MEDICO or telephone 999 to arrange ambulance.
- Advise PSSO/Day Officer so that help can be sent to look after rest of group. Group to be taken to shore as soon as practical.
- Complete accident book on return to shore.

PSSI Action

Call Secretary to organise immediate notification of Emergency Contact and organise someone to meet ambulance at rendezvous point.

6. SERIOUS INJURY – LIFE-THREATENING

Instructor Action

- Ascertain nature and extent of injury. Provide immediate First Aid.
- Call Coastguard – CH16 MAYDAY or 999 and ask for coastguard requesting helicopter evacuation. You will need your position and nature of injuries.
- Advise PSSO so that help can be sent to look after rest of group. Group to be taken to shore as soon as practical.

- Complete accident book on return to shore.

Chief Instructor Action

Call Principal/Secretary to organise immediate notification of Emergency Contact.

7. FATALITY

Instructor Action

- First priority safety of students and instructors.
- Call Coastguard – CH16 MAYDAY and 999 and ask for coastguard requesting helicopter evacuation. You will need your position and nature of injuries.
- Inform PSSO.
- Return all students to shore.
- Instructors to contact parents for early collection of students.

PSSI Action

- Alert PSSO.
- Get statements from competent witnesses.
- Do not speak to the press, or issue any information at all, unless directly instructed by Principal.
- Don't hold a press conference, but decide who will speak to press. Don't allow well-meaning but ill-informed people to speak to press.
- Keep a record of whom you have spoken to, who has contacted you, actions taken, timings, etc. Use the EAP log below.
- Do not publicise name of casualty until Next of Kin informed by Police.
- Produce a written account of what happened.
- Keep any relevant equipment such as lifejackets, log books etc.

Annex H/a Emergency Action Log

Date:

Time:

Nature of Incident:

Name of Casualty(ies):

Age of Casualty(ies):

Log Started by:

Item	Action / Event	Time
1.		
2.		
3.		
4.		
5.		

	Annex H/b (Emergency Action Log continued)	
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		

Annex I Safeguarding Policy and Procedures

(Young Person and Vulnerable Adult Safeguarding Policy)

Safeguarding is everyone's responsibility.

Gairloch Boat Club is committed to safeguarding children, young people and vulnerable adults taking part in its activities from physical, sexual or emotional harm, neglect or bullying.

We recognise that the safety, wellbeing, welfare and needs of the child/young person/vulnerable adult are paramount and that all children/vulnerable adults, irrespective of age, disability, race, religion or belief, sex, sexual or gender identity or social status, have a right to protection from discrimination and abuse.

Gairloch Boat Club takes all reasonable steps to ensure that, through safe recruitment, appropriate operating procedures and training it offers a safe and fun environment to children/vulnerable adults taking part in its events and activities.

For the purposes of this policy anyone under the age of 18 should be considered as a child. Everyone has a responsibility and can help in the safeguarding of children and young people; therefore, all members of the Club should be aware of the policy.

For the purposes of this policy a vulnerable adult is defined as an individual who is at risk of harm due to age, disability, or other factors that may require special care or protection. This term is legally defined under the Safeguarding Vulnerable Groups Act 2006 and has been updated in the Care Act 2014, which emphasizes the need for safeguarding adults from abuse and neglect. Everyone has a responsibility and can help in the safeguarding of vulnerable adults; therefore, all members of the Club should be aware of the policy.

Club Welfare Officer

The Club Welfare Officer is Carol Bulmer, email GBCwelfareofficer@gmail.com

Volunteers

The Club Welfare Officer and those regularly instructing, coaching or supervising young people/vulnerable adults will be asked to apply for PVG Scheme Membership and/or a Scheme Update.

Concerns

Anyone who is concerned about a participant's welfare, either outside the sport or within the Club, should inform the Club Welfare Officer immediately, in strict confidence. Any member of the Club failing to comply with the Safeguarding policy and any relevant Codes of Conduct may be subject to disciplinary action.

Good Practice Guide

All members of GBC should follow the good practice guidelines. Those working or volunteering with young people/vulnerable adults should also be aware of the guidance on recognising abuse (see RYA Appendix 14.1).

This guide only covers the essential points of good practice when working with children, young people and vulnerable adults.

- * Adults should not enter the showers and changing rooms at times when children/vulnerable adults are changing before or after training. If this is unavoidable it is advised that they are accompanied by another adult.
- * The Club will seek written consent from the child/young person/vulnerable adult and their parents/carers before taking photos or video at an event or training session or publishing such images.
- * Parents and spectators should be prepared to identify themselves if requested and state their purpose for photography/filming. If the Club publishes images of young people/vulnerable adult, no identifying information other than names will be included. Any concerns about inappropriate or intrusive photography or the inappropriate use of images should be reported to the Club Welfare Officer.
- * Avoid spending any significant time working with children/young people/vulnerable adult in isolation.
- * Do not take children/young people/vulnerable adult alone in a car, however short the journey.
- * Do not take children/young people/vulnerable to your home as part of your organisation's activity.
- * Where any of these are unavoidable, ensure that they only occur with the full knowledge and consent of someone in charge of the organisation and/or the child/young person's/vulnerable adult's parent/carer.
- * Design training programmes that are within the ability of the individual
- * If a child/young person/vulnerable adult is having difficulty with a wetsuit or buoyancy aid, ask them to ask a friend to help if at all possible.
- * If you do have to help a child/young person/vulnerable adult, make sure you are in full view of others, preferably another adult.
- * Restrict communications with young people/vulnerable adult via mobile phone, e-mail or social media to group communications about organisational matters. If it's essential to send an individual message, copy it to the individual's parent or carer.
- * It may sometimes be necessary to do things of a personal nature for children/young people/vulnerable adult, particularly if they are very young or disabled. These tasks should only be carried out with the full understanding and consent of both the individual (where possible) and their parents/carers. In an emergency situation which requires this type of help, parents/carers should be informed as soon as possible. In such situations it is important to ensure that any adult present is sensitive to the child/young person/vulnerable adult and undertakes personal care tasks with the utmost discretion.

You should never:

- engage in rough, physical or sexually provocative games.
- allow or engage in inappropriate touching of any form.
- allow children/young people/vulnerable adult to use inappropriate language unchallenged or use such language yourself when with children/young people/vulnerable adult.
- make sexually suggestive comments to a child/young person/vulnerable adult, even in fun.
- fail to respond to an allegation made by a child/young person/vulnerable adult.
- do things of a personal nature that a child/young person/vulnerable adult can do for themselves.

References can be found in *the RYA Safeguarding and Child Protection Policy and Guidelines Document* <https://www.rya.org.uk/about-us/policies/safeguarding/safeguarding-policies-procedures-and-guidelines>

United Nations Convention on the Rights of the Child (UNCRC)

On 1 September 2020, the UNCRC Bill was introduced to the Scottish Parliament. The purpose of the Bill was to bring the UNCRC into Scots law and to put in place measures to achieve a culture of everyday accountability for children's rights across public services in Scotland.

The [United Nations Convention on the Rights of the Child \(Incorporation\) \(Scotland\) Act 2024](#) came into force on 16 July 2024.

Under the UNCRC, a child means every human being below the age of 18. A child has all the rights in the UNCRC until they are 18 years old.

Article 42 States Parties undertake to make the principles and provisions of the Convention widely known, by appropriate and active means, to adults and children alike.

Annex J Recognising Child Abuse

(Based on the statutory guidance 'Working Together to Safeguard Children' 2018)

L.1 What is child abuse?

L.1.1 Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (including via the internet). They may be abused by an adult or adults, or another child or children.

L.1.2 **Physical abuse** may involve adults or other children inflicting physical harm:

- a) hitting, shaking, throwing, poisoning, burning or scalding, drowning or suffocating
- b) giving children alcohol or inappropriate drugs
- c) a parent or carer fabricating the symptoms of, or deliberately inducing, illness in a child
- d) in sport situations, physical abuse might also occur when the nature and intensity of training exceeds the capacity of the child's immature and growing body.

L.1.3 **Emotional abuse** is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve:

- a) conveying to a child that they are worthless, unloved or inadequate
- b) not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate
- c) imposing expectations which are beyond the child's age or developmental capability
- d) overprotection and limitation of exploration and learning, or preventing the child from participating in normal social interaction
- e) allowing a child to see or hear the ill-treatment of another person
- f) serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger
- g) the exploitation or corruption of children
- h) emotional abuse in sport might also include situations where parents or coaches subject children to constant criticism, bullying or pressure to perform at a level that the child cannot realistically be expected to achieve.
- i) Some level of emotional abuse is involved in all types of maltreatment of a child.

L.1.4 **Sexual abuse.** Sexual abuse involves an individual (male or female, or another child) forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening, to gratify their own sexual needs. The activities may involve:

- a) physical contact (eg. kissing, touching, masturbation, rape or oral sex)
- b) involving children in looking at, or in the production of, sexual images
- c) encouraging children to behave in sexually inappropriate ways or watch sexual activities
- d) grooming a child in preparation for abuse (including via the internet)
- e) sport situations which involve physical contact (eg. supporting or guiding children) could potentially create situations where sexual abuse may go unnoticed. Abusive situations may also occur if adults misuse their power and position of trust over young people.

- L.1.5 **Neglect** is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may involve a parent or carer failing to:
- a) provide adequate food, clothing and shelter
 - b) protect a child from physical and emotional harm or danger
 - c) ensure adequate supervision
 - d) ensure access to appropriate medical care or treatment
 - e) respond to a child's basic emotional needs
 - f) neglect in a sport situation might occur if an instructor or coach fails to ensure that children are safe or exposes them to undue cold or risk of injury.
- L.1.6 **Child sexual exploitation** is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity in exchange for something the victim needs and wants (eg. attention, money or material possessions, alcohol or drugs), and/or for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation can also occur online without involving physical contact.
- L.1.7 **Extremism** goes beyond terrorism and includes people who target the vulnerable - including the young - by seeking to: sow division between communities on the basis of race, faith or denomination; justify discrimination eg. towards women and girls; persuade others that minorities are inferior; or argue against the primacy of democracy and the rule of law in our society.
- L.1.8 **Bullying** (not included in 'Working Together' but probably more common in a sport situation than some of the other forms of abuse described above). Bullying (including online bullying, for example via text or social media) may be seen as deliberately hurtful behaviour, usually repeated or sustained over a period of time, where it is difficult for those being bullied to defend themselves. The bully is often another young person. Although anyone can be the target of bullying, victims are typically shy, sensitive and perhaps anxious or insecure. Sometimes they are singled out for physical reasons – being overweight or physically small, being gay or lesbian, having a disability or belonging to a different race, faith or culture. Bullying can include:
- a) physical pushing, kicking, hitting, pinching etc
 - b) name calling, sarcasm, spreading rumours, persistent teasing and emotional torment through ridicule, humiliation or the continual ignoring of individuals
 - c) posting of derogatory or abusive comments, videos or images on social network sites
 - d) racial taunts, graffiti, gestures, sectarianism
 - e) sexual comments, suggestions or behaviour
 - f) unwanted physical contact.
- L.1.9 The acronym **STOP – Several Times On Purpose** - can help you to identify bullying behaviour.
- L.1.10 **Recognising Abuse**
- It is not always easy, even for the most experienced carers, to spot when a child has been abused. However, some of the more typical symptoms which should trigger your suspicions would include:

- a) unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries
- b) sexually explicit language or actions
- c) a sudden change in behaviour (eg. becoming very quiet, withdrawn or displaying sudden outbursts of temper)
- d) the child describes what appears to be an abusive act involving him/her
- e) a change observed over a long period of time (eg. the child losing weight or becoming increasingly dirty or unkempt)
- f) a general distrust and avoidance of adults, especially those with whom a close relationship would be expected
- g) an unexpected reaction to normal physical contact
- h) difficulty in making friends or abnormal restrictions on socialising with others.

L.1.11 It is important to note that a child could be displaying some or all of these signs, or behaving in a way which is worrying, without this necessarily meaning that the child is being abused. Similarly, there may not be any signs, but you may just feel that something is wrong. If you have noticed a change in the child's behaviour, first talk to the parents or carers. It may be that something has happened, such as a bereavement, which has caused the child to be unhappy.

L.1.12 If there are concerns about sexual abuse or violence in the home, talking to the parents or carers might put the child at greater risk. If you cannot talk to the parents/carers, consult the Clubs designated Welfare Officer or the person in charge. It is this person's responsibility to make the decision to contact Children's Social Care Services or the Police. It is NOT their responsibility to decide if abuse is taking place, BUT it is their responsibility to act on your concerns.

L.1.13 Speaking to a child about a concern alone should be avoid. If you feel it is important to find out more information, then the Day Officer or another instructor should be present.

Annex K Risk Assessments

Risk Assessments (linked from website):

- [RA GBC 02 Manual handling tasks](#)
- [RA GBC 05 Training on or near water](#)
- [RA GBC 07 Activities involving the public](#)
- [RA GBC 08 Activities involving work in the boat park](#)
 - [RA GBC 09 Legionella](#)
 - [RA GBC 10 Clubhouse](#)
 - [RA GBC 11 Kayak sessions](#)

Annex L Training Course Feedback Form



PIER ROAD, GAIRLOCH, WESTER ROSS, IV21 2BQ

TRAINING COURSE –FEEDBACK FORM

(Please be honest & constructive).

Course: Dates:

Instructor(s):

Please give your views (✓) on what you thought of the following:-
 (5 is a Smily Face High Score & 1 Is a Gloomy Face Low Score)

		SCORE						Comments
	5	4	3	2	1			
<i>Pre-Course Admin</i>								
<i>Course Programme</i>								
<i>Instructor(s)</i>								
<i>Helpers</i>								
<i>Equipment</i>								
<i>Safety of Boats</i>								
<i>Training Aids</i>								
<i>Lunch/Snack arrangements</i>								
<i>General Admin</i>								

Any other comments or suggestions:-

Name :

Date:

Please complete and hand in at the end of the Course. Thanks.

Annex M Complaints procedure

Gairloch Boat Club Trustees wish to offer members/visitors a clear way to make a complaint about the service/treatment that they receive whilst participating in club activities.

What is the procedure for making a complaint?

Any complaint should be made in writing via email to the Secretary secretary@gairlochboatclub.org or to our Welfare Officer if your complaint concerns the Secretary GBCwelfareofficer@gmail.com. Your complaint will be passed to the Chair. If your complaint is about the Chair then another Trustee will be appointed to deal with the complaint. Please offer as much detail as possible about your complaint, include any dates and times which may help us.

We take all complaints seriously and will give a formal reply by email. We are not able to accept anonymous complaints.

What will happen next?

The Chair will acknowledge your complaint within three days. The Club will record the issue you raise and arrange for appropriate action to be taken. Action may include discussing the issue with our Welfare Officer and an investigation will be carried out into the matter. The Chair/Trustee appointed to deal with the complaint will ensure that you are provided with a formal response within 14 days, although complex queries may take longer to investigate thoroughly. If this is the case, you will be provided with an update within 14 days. In some cases, it may be helpful for us to discuss the issues with you and/ or other interested parties on the phone. A record of your complaint and the steps taken to address your concerns will be retained to help us improve in the future. Sometimes, the issues raised may mean that it is more appropriate to address the issue under another process, and you will be informed if that is the case.

What happens if I am not satisfied with the outcome?

Some of our specific procedures include steps that can be taken if you are dissatisfied with the initial outcome, and you will be informed if that is the case.

If you are not satisfied with the reply you receive to a complaint, you should firstly discuss the matter with the Chair. If you are not happy with the response from the Chair, or your complaint relates to the Chair, the matter will be referred to another Trustee.

As GBC is an RYA affiliated club, if you do not receive a satisfactory response to your complaint, please contact training@rya.org.uk. Please be aware that the RYA does not act as a regulator of clubs and so while they welcome your feedback on clubs, they may not be able to take formal action as a result.

What happens if I wish to make a comment rather than an official complaint?

GBC welcomes all/any feedback and if you have any comments to make about the way that the club is managed/run but do not wish the club to treat your comment as an official complaint please direct your communication (making it clear that you do not wish it to be treated as an official complaint if this is relevant) to the Secretary secretary@gairlochboatclub.org who will pass your comments on to the appropriate person/s.

Privacy statement

The personal information provided will be used for the purpose of investigating and responding to your comment or complaint.

Annex N Thunder and Lightning Policy

Lightning strikes the ground in Britain about 300,000 times a year. For the outdoor persons, this is a risk that must be considered. Although there is no absolute protection from lightning, measures can be taken to reduce the risk of getting struck and the injury severity. This policy provides information about lightning, statistics, precautions and operating procedures.

The risk

30-60 people are struck by lightning each year in Britain, and on average, 3 (5-10%) of these strikes are fatal.

Research has also shown that proximity to water increases the risk of being struck by lightning. The time that is most dangerous is when there is underestimation of the likelihood of being hit, for example before the storm or when you think it is over.

There are three different ways of being struck by lightning:

1. Direct strike: the lightning hits you and goes to earth through you.
2. Side Flash: the lightning hits another object and jumps sideways to hit you.
3. Ground strike: the lightning strikes the ground then travels through it hitting you on the way.

Flash to bang

To check if a storm is coming or going from where you are standing apply the flash to bang principle, counting as soon as the lightening flash is seen until the thunder is heard. 'Flash to bang' is based on the following facts:

1. Sound travels at 1 km in 3 seconds (approximately 1 mile every 5 seconds).
2. Light travels at 300,000 km per second.
3. Lightning will always be seen before thunder.

To calculate the distance between yourself and the storm divide the number of seconds by 3 to find the distance in kilometres.

If the distance between the thunder and lightning increases over a couple of strikes, the storm is moving away from you. If it decreases, it is coming towards you.

30/30 rule

Research shows that people struck by lightning are predominantly hit before and after the peak of the storm. This means that you should be thinking about the proximity of the lightning, not the occurrence of rain. The 30/30 rule provides a good way of ensuring one is sheltering during the riskiest parts of the storm. If the flash to bang is 30 seconds or less in length, the lightning is close enough to hit you, and you should seek shelter. Bear in mind that you will not always be able to see the flash, so err on the side of caution. Stay inside shelter until 30 minutes after the last clap of thunder. This ensures that any distant strikes at the beginning of the storm (lightning can travel up to 10 miles), or trailing storm clouds at the back of the storm, do not take anyone by surprise.

Seeking shelter

- Ideally, seek shelter inside a large building or a motor vehicle keeping away from, and getting out of wide, open spaces and exposed hilltops.
- If you are exposed to the elements with nowhere to shelter, make yourself as small a target as possible by crouching down with your feet together, hands on knees and your head tucked in. This technique keeps as much of you off the ground as possible.
- Do not shelter beneath tall or isolated trees, it has been estimated that one in four people struck by lightning are sheltering under trees.
- If you are on water, get to the shore and off wide, open beaches as quickly as possible as water will transmit strikes from further away. Studies have shown that proximity to water is a common factor in lightning strikes.
- If need be, abandon sailing boats/kayaks and transport clients to shelter in safety boats if appropriate.

Staff responsibilities

- If thunder storms are forecast consider changing the programme to work around when the storm is forecast to arrive.
- Ensure all staff are aware of the 30/30 rule and act upon it – aborting the session and seeking safety as above.
- If thunder is heard without a flash, the activity must still be aborted and safety sought as above.
- If the duty officer has any concerns regarding thunder & lightning, they may initiate aborting any activity at any point.
- Activities will not recommence until the duty officer has confirmed it is safe to do so.
- If you are off site and out of contact with the club, YOU will need to make the decision about aborting your session and when it is safe to resume.

In case of emergency

If someone is hit by lightning, call emergency services – they will need help as soon as possible. If you know first aid, apply it – you will not receive an electric shock. A lightning strike is not usually instantly fatal, victims' hearts and/or breathing may stop however, so quick application of CPR will likely save their life.